



INDIANA CHOICE SCHOLARSHIP PROGRAM

How to Apply if I'm a Parent/Student

- 1) Look at the income requirements (on the Choice Scholarship website or available at participating schools) to make sure that your family income is at or below the listed levels.
- 2) Read through the Frequently Asked Questions document to make sure that you understand how the Choice Scholarship program works
- 3) **Apply to the school** that you would like the student to attend; the school will have its own admissions procedures, and also reserves the right to condition enrollment on the student receiving a Choice Scholarship.
- 4) Work with the school to complete the Choice Scholarship application. The application will be done via a password-protected website that only school administrators will have access to.
 - a. The application process may include providing a copy of your tax returns or other documents proving household income. The school is required to keep this information on file in case the department decides to audit the school, so be as helpful to the school as possible.
 - b. When the school submits the application on the parent's behalf, the department is assuming that this is where the parent wants their child to attend. **The application process is not intended as a precursor to 'school shopping' by the parent.**
- 5) You will receive a letter from the department that confirms whether your student will receive a Choice Scholarship. If the department awards the student a Choice Scholarship, **make sure** that you sign the 'distribution endorsement' form provided by the school as quickly as possible. These forms will be released in October and February. The school will not be able to receive Choice Scholarship funds until this form is signed.
- 6) As with any program, be sure that the information you submit is accurate. Providing false information could affect the student's eligibility.